

March 2009

Revised 3/9/09

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 FEB 16-28 Manual pay & health ins. Update ACTIVATE DUES FOR UTILITY #'s 4010, 4012, 4025	3 FEB 16-28 Manual pay & health ins. update	4 FEB 16-28 Manual pay & health ins. Update Last day p1's can be approved for payroll.	5 FEB 16-28 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	6 FEB 16-28 No Update	7
8	9 FEB 16-28 Update/ health ins.	10 FEB 16-28 Update/ health ins.	11 FEB 16-28 Update/ health ins. Last day p1's can be approved for supp payroll	12 FEB 16-28 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 FEB 16-28 No Update PAYDAY	14
15	16 MAR 1-15 Manual pay & health ins. update INACTIVATE DUES	17 MAR 1-15 Manual pay & health ins. update	18 MAR 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 MAR 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20 MAR 1-15 No Update	21
22	23 MAR 1-15 No Update	24 MAR 1-15 Update/ health ins	25 MAR 1-15 Update/ health ins	26 MAR 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 MAR 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28
29	30 MAR 1-15 No Update PAYDAY END OF QUARTER	31 MAR 1-15 No Update				